

CHAPTER 19

ORDERS TO ACTIVE DUTY FOR NAVAL RESERVISTS

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ORDERS TO ACTIVE DUTY FOR ENLISTED NAVAL RESERVISTS

19.0 GENERAL INFORMATION.

This Chapter sets forth eligibility requirements and procedures for ordering to active duty those Fleet Reservists and all other Enlisted Naval Reservists (including Sea and Air Mariners, formerly 4 x 10), who do not have an active duty obligation, but desire voluntary recall to active duty. This Chapter does not apply to mobilization of Naval Reservists, recall to Active Duty for Special Work (ADSW), or recall to active duty in the Training Administration Reserve (TAR) Program. This Chapter also set forth the procedures necessary to request continuation on active duty (USNR) or Reenlistment USN for personnel currently on voluntary recall orders outlined by this chapter, recalled SAM's (voluntary and involuntarily), drilling reservists recalled for missed drills and NROTC candidates dropped from the rolls who desire to remain on active duty.

Request for general assignment/recall to active duty by Naval Reservists, Fleet Reservists, Canvasser Recruiters, TAR, ADSW Personnel will be submitted to COMNAVPERSCOM (PERS-811) for approval. Members who have not completed apprenticeship training (Split Trainers) are not eligible for SAM recall.

19.01 ELIGIBILITY REQUIREMENTS.

19.011 ASSIGNMENT TO ACTIVE DUTY. Naval Reservists will meet the following eligibility requirements in order to be considered for assignment to active duty:

- Age Limit. To be eligible for recall to active duty, Naval Reservists must be able to complete sufficient service creditable for transfer to the Fleet Reserve prior to their 55th birthday as defined in MILPERSMAN 1160-010.
- Physical Examination. A copy of completed physical examination forms (SF Forms 88 and 93) will be forwarded with the application for recall. The physical examination must be administered within 12 months of the application for recall and must include Human Immunodeficiency Virus (HIV) screening within 12 months. Any change in status since last examination should be annotated and evaluated by a physician.
- Physical Readiness qualifications. Applicants must meet the physical readiness standards outlined in OPNAVINST 6110.1F. No waivers to established standards will be granted.
- Proficiency. Personnel in pay grades E-4 and above must have maintained proficiency in their rating through satisfactory participation as a member of a drilling reserve unit. Personnel whose last period of active duty was an ADSW or Canvasser Recruiter are not considered to have maintained proficiency in their rating and all such requests for recall and general assignment must be referred to COMNAVPERSCOM (PERS-811) for determination. In evaluating a member's proficiency, factors such as similar civilian employment, extended active duty, active duty for training, such requests for recall and general assignment must be referred to COMNAVPERSCOM (PERS-811) for determination. In evaluating a member's proficiency, factors such as similar civilian employment, extended active duty, active duty for training, or participation in inactive duty training may be considered.

- Temporarily Advanced Pay Grade Personnel. Members enlisted under the provisions of the Advanced Pay Grade (APG) Program of the Reenlistment Pay Grade Incentive Program who were advanced to a temporary pay grade must have completed all requirements and be permanently advanced prior to applying for recall.
- Drill Service. Personnel affiliating with the Naval Reserve under broken service conditions may not apply for recall to active duty until they have been satisfactory performers in the Selected Reserve as indicated below...

<u>Period of Broken Service</u>	<u>Required USNR Service</u>
Less than 4 years	1 year drill status
4 years or more	2 years drill status

- Obligated Service. All Naval Reservists who volunteer for recall to active duty agree to serve a minimum of 24 months active duty.
- Dependency. In order to be considered for general assignment with the Regular Navy, the following applies:
 - Married Personnel - May not have more than two dependents (or be contributing to the support of no more than two persons) if they are in pay grades E-3 or below. There is no dependency restriction for volunteers for recall to active duty in pay grades E-4 and above; however, it is desired that all prospective recall with dependents be carefully screened for financial responsibility relative to fulfilling current or expected financial obligations with service pay as a basis for acceptance/rejection. Women who are pregnant at the time of application will not be accepted for recall to active duty during pregnancy.
 - Non-married Personnel - Non-married male or female applicants for recall to active duty with a dependent child/children under 18 years of age will not be recalled.

19.012 INELIGIBLE MEMBERS. The following are ineligible for voluntary recall to active duty:

- Retired members.
- Reservists who are "Not recommended for reenlistment" from previous enlistment.
- Non-drilling Reservists.
- Prior officer who hold enlisted status.
- Members who exceed active duty or reserve high year tenure per OPNAVINST 1160.5 and OPNAVINST 1160.7 series.

19.02 PROCEDURES FOR REQUESTING RECALL TO ACTIVE DUTY.

19.021 Canvasser Recruiters volunteering for general assignment with the Regular Navy will submit requests for recall to COMNAVPERSCOM (PERS-811) via their commanding officer; (as appropriate) Commander, Navy Recruiting Command; and CNAVRES/NAVRESREDCOM.

19.022 ADSW Personnel volunteering for general assignment with the Regular Navy will submit requests for recall to COMNAVPERSCOM (PERS-812) via their commanding officer and CNAVRES/NAVRESREDCOM (as appropriate).

19.023 TAR Personnel - See Chapter 20.

19.024 SAMs on active duty. The following information will be forwarded:

- NAVPERS 1306/7 with endorsement(s).
- Physical Readiness Test Results (last 3 cycles).
- Last four evaluations.
- NAVPERS 1070/613 Administrative Remarks per figure 19D
- Any non-judicial punishment (NJP's), courts-martial or civil infractions in last 48 months.

19.0241 Sea and Air Mariners requesting assignment to active duty who have not graduated from a Class "A" School and who are not designated strikers may request a change in apprenticeship in order to facilitate their active duty assignment in USNR (Active) (e.g., Constructionman to Seaman). Such requests shall be forwarded to COMNAVPERSCOM (PERS-811) via (as appropriate) CNAVRES/NAVRESREDCOM). SAM members involuntarily recalled to USNR active recall because of unsatisfactory drill attendance must receive prior approval from COMNAVPERSCOM (PERS-811) to continue on active duty beyond initial period of recall (i.e. extend on active duty USNR or reenlist USN).

19.0242 Rated Sea and Air Mariners requesting assignment to active duty will be processed in accordance with instructions for eligibility requirements contained in Article 19.01.

19.026 Drilling Reservists volunteering for recall to active duty will submit requests for recall to COMNAVPERSCOM (PERS-811) via (as appropriate) CNAVRES/NAVRESREDCOM/NAS/NARCEN/NAF/NAVRESCEN/NAVRESREDCEN. Any information which is not applicable or available should be annotated as such. The following information should be forwarded:

- See Eligibility Criteria
- Copy of signed and witnessed Administrative Remarks (NAVPERS 1070/613 per Figure 19D.
- Verification of NEC authorization.
- Physical Readiness Test Results (last 3 cycles).
- NAVPERS 1306/7 with endorsement(s).
- Copy of current enlistment contract (if member reenlisted within 6 months of date of request).
- Address of current service record holder.
- Copy of completed physical examination forms, completed within twelve months of date of request (include body fat percentage).
- Copy of report of Separation from Active Duty (DD 214).

- Last four evaluations.
- AFQT score.
- Date of advancement in current paygrade.
- Any non-judicial punishment (NJP's), courts-martial or civil infractions in last 48 months (when applicable).

19.03 PRIVACY ACT STATEMENT.

19.031 Requests for recall to active duty will be submitted with an attached copy of the Privacy Act Statement as follows:

APPLICATION FOR RECALL TO ACTIVE DUTY

The Authority to request this information is contained in Chapter 5, United States Code, Section 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire to be recalled to active duty. The information will be used to determine your eligibility for and effecting your recall to active duty. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your application.

19.04 ACTIVE DUTY ORDERS.

- Fleet Reservists. The Personnel Support Detachment (PERSUPPDET) that processes a Fleet Reserve Recall must prepare a Fleet Reserve Recall Statement of Agreement (Page 13 entry, Figure 19A) for the recallee's signature. Active duty orders (Figure 19B) are to be prepared by the PERSUPPDET to direct the recallee to report to the TPU MEPS, Recruiting Station, or Reserve Center (as directed by COMNAVPERSCOM (PERS-811)) for outfitting, classification, indoctrination and further assignment. The authority for recall (as authorized by COMNAVPERSCOM (PERS-811)) will be mailed to the PERSUPPDET nearest the recallee's home address. The Fleet Reserve Recall Statement of Agreement and Recall orders may be prepared and mailed to the cognizant gaining command.
- Drilling Reservists. The command holding the member's service record will issue active duty orders, (Figure 19B) to personnel to report to the Transient Personnel Unit (TPU) directed by COMNAVPERSCOM (PERS-811) for outfitting, classification, indoctrination and further assignment and (if appropriate) execute Reserve Recall Statement of Agreement (See Figure 19D). The authority for recall (as authorized by COMNAVPERSCOM (PERS-811)) will be mailed to the activity that maintains the member's service record as indicated on member's application with a copy of those orders to the cognizant Readiness Command.

19.042 Recruit Training Command: Member will be assigned to:

ACTIVITY

Recruit Training Command, Orlando, FL

19.043 AVAILABILITY REPORT. An accession availability report will be submitted by the receiving activity, after execution of orders and completion of NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in accordance with the format contained in Chapter 18. The receiving activity will forward

the availability report to COMNAVPERSCOM (PERS-453) with a copy to PERS-811.

19.05 MEDICAL EXAMINATION/QUALIFICATION/PROCEDURES.

19.051 PHYSICAL EXAMINATION. If approved for recall, applicants must meet the same physical requirements as personnel reporting to initial active duty.

The SF93, Report of Medical History and SF88, Report of Medical Examination must state member is qualified for active duty under enlistment standards defined in Manual of Medical Department and must include Human Immunodeficiency Virus (HIV) screening results. A copy of the SF88, SF93, and HIV results will be forwarded with the application for recall. The SF88, SF93, and any consultations must be current within 18 months. HIV results must be current within 12 months. Any change in status since last examination should be annotated and evaluated by a physician.

19.052 RETURN TO HOME. The original and one copy of the completed Standard Form 88 and the original of Standard Form 93 will be forwarded to BUMED. If the Reservist is assigned temporary active duty at a non-naval medical facility, it is incumbent upon the service record holder to inform the non-naval medical facility, it is incumbent upon the service record holder to inform the non-naval medical facility of the above requirements. Additionally, any records (service, health, and dental) in the possession of the Reservist will be returned to the appropriate activity upon return of the Reservist to his/her home. If the records have been forwarded to a Naval Station/Naval Support Activity, appropriate action should be taken by service record holder to have the records returned.

NOTE: IF AT ANY TIME AFTER ACTIVE DUTY ORDERS HAVE BEEN ISSUED, IT IS DETERMINED THAT A RESERVIST WILL NOT MEET HIS/HER ACTIVE DUTY DATE, CNAVRES/NAVRESREDCOM/NAS/NARCEN/NAF/NAVRESCEN/NAVRESREDCEN (AS APPROPRIATE) SHALL TAKE THE FOLLOWING ACTION:

(1) CANCEL ACTIVE DUTY ORDERS IF MORE THAN 30 DAYS WILL ELAPSE BEFORE REPORTING FOR ACTIVE DUTY.

(2) MODIFY THE ACTIVE DUTY ORDERS IF REPORTING FOR ACTIVE DUTY WILL BE ACCOMPLISHED IN LESS THAN 30 DAYS.

19.053 ACCOUNTING DATA. Accounting data for active duty orders issued by the service record holder is to be in accordance with procedures contained in the Financial Management Guide for Permanent Change of Station (PCS) Travel (BUPERSINST 7040.1).

19.054 REPORTING DATE. Reservists will not normally be directed to report for active duty during the period 18 December through 10 January.

19.055 DELIVERY OF ORDERS. Active duty orders issued to reservists are to be forwarded to the Commanding Officer of their unit for delivery. A copy of prepared recall orders may be mailed to the recallee's home address. The commanding officer of the unit will make sure that the recallee acknowledges receipt of Active Duty Orders by preparing an Administrative Remarks, Page 13 (See Figure 19E). Acknowledgement of Active Duty Orders is to be accomplished by letter (See Figure 19F).

19.056 SOCIAL SECURITY NUMBER (SSN) CARD AND SERVICE RECORD. All members must have a SSN Card and Service Record (NAVPERS 1070/600) in their possession prior to reporting for active duty.

19.06 REPORTING FOR ACTIVE DUTY.

The command processing a reservist for initial active duty will:

- Issue an Armed Forces Identification Card (DD Form 2N).
- Issue Uniformed Services Identification and Privilege Card (DD Form 1173) for recallee's dependent(s) (if applicable).
- Prepare personnel diary entry in accordance with DMRS Manual.
- Complete an Agreement to Recall or Extend Active Duty, NAVPERS 1070/622.
- Complete NAVPERS 1070/602 Emergency Data.
- Submit an availability report in accordance with Chapter 18 to COMNAVPERSCOM (PERS-453).
- Open Personal Financial Record (PFR).
- Ensure member's Naval Reserve Contract contains sufficient obligated service for the authorized recall to active duty.

FLEET RESERVE RECALL STATEMENT OF AGREEMENT
(Executed on Administrative Remarks page 13)

Date: I, _____ (full name) _____, hereby voluntarily agree to remain on active duty for _____ months.

I understand that, except in time of war or national emergency hereafter declared by appropriate authority, I will be released from active duty upon expiration of this obligation, or when my services are no longer required. Should I desire retention for the purpose of continuing my active duty, I will submit a request to COMNAVPERSCOM six months prior to my Projected Rotation Date (PRD) and understand that I must receive authority from COMNAVPERSCOM for such retention prior to executing a new active duty agreement.

I understand that my active duty is subject to curtailment resulting from reduction in authorized allowances, release or discharge for cause, or other good and sufficient reasons as may be directed by COMNAVPERSCOM.

I understand that in order for my retainer pay to be recomputed at a higher base pay rate than that used at the time of my recall I must serve day for day, a minimum of 24 months continuous active duty subsequent to the last pay raise.

I further understand that my Branch/Class will be USNFR (Active) and that I will remain USNFR until I complete 30 years of service (Active and Fleet Reserve (Inactive)) at which time I will be automatically transferred to the retired rolls of the Navy, without application.

If I voluntarily accept an administrative reduction in pay grade to become eligible for recall to active duty, I understand that a subsequent release from active duty will be at the current pay grade held. I have read, understand, and agree to the above conditions.

Members signature

WITNESSED:

Name
Rank/Rate & Branch/Class
Title

FIGURE 19A

ACTIVE DUTY ORDERS

Identification symbol:
Order Number:
Date Prepared:

FROM:

TO:

Command Delivering Orders:
EOS:
PEBD:

Reference (a) TRANSMAN, Chapter 19
(b)
(c)

Unit Assigned:

TYCOM:

1. In accordance with the authority contained in above reference(s), you are hereby ordered to active military service for a period of _____ months and will comply with the detailed instructions contained herein. You are required to have in your possession all Government clothing previously issued during this enlistment. If you have registered with the Selective Service, have your registration and classification cards in your possession. Upon reporting, have in your possession a Social Security Account Card. If you are married and/or have dependents(s), have in your possession photostatic copies of your marriage certificate and/or birth certificates of dependent(s) in order to expedite your basic allowance for quarters.

2. On _____ you will report to _____ for certification of physical qualification, if required, or completion of SF 600. The Medical Facility shall complete endorsement on reverse of this order.

3. If found NOT physically qualified for active duty you will return immediately to the address indicated above. Upon arrival consider yourself released from temporary active duty and the remainder of these orders cancelled. Forward/deliver all records in your possession to the activity delivering these orders. You will be assigned to the Active Status Pool, to await final determination of your physical fitness by the Chief, Bureau of Medicine and Surgery, and the Deputy, Chief of Naval Personnel.

4. If certified physically qualified for active Naval service, you will commence travel and report to RTC as directed by PERS-811 on or before 2400 _____ for outfitting, classification, and future assignment.

5. Your service, health, and dental records are (in your possession) (will be forwarded to the activity indicated in paragraph 4 above).

6. ACCOUNTING DATA:

7. Non-compliance of orders is a serious offense under the Uniform Code of Military Justice. You are subject to the Code as of the (date indicated in paragraph 2) (date you commenced travel to report to RTC as directed by PERS-811). If circumstances exist which would prevent you from complying with these orders, immediately notify the command delivering these orders explaining the circumstances and request further instructions.

NAME OF ISSUING OFFICER
RATE/RANK, BRANCH & CLASS
TITLE

Copy to:
PSCVAD USN FAM ALLOW/ACT (w/NAVPER 7041/1)
Activity indicated in para 4.

FIGURE 19B

CERTIFICATE OF PHYSICAL EXAMINATION

1. Certification of Physical Examination

ACTION PLACE	DATE	HOUR	SIGNATURE
IS/IS NOT CERTIFIED PHYSICALLY QUALIFIED FOR ACTIVE DUTY.			MEDICAL OFF/REPRESENTATIVE
DEPARTED FOR ACTIVE DUTY			RESERVIST

2. TRAVEL INFORMATION (Record here any information concerning issuance of Government TKS, NMTs, Class of Transportation, Schedule.

3. ENDORSEMENTS (Intermediate reporting, etc.)

4. REPORTING - ULTIMATE DESTINATION

REPORTED (ACTIVITY)	DATE - HOUR	SIGNATURE (CO to whom reporting
---------------------	-------------	---------------------------------

FIGURE 19C

RESERVE RECALL STATEMENT OF AGREEMENT
(Execute on Administrative Remarks, Page 13)

DATE: I, _____ FULL NAME _____, do hereby voluntarily agree to remain on active duty for _____ months.

I understand that, except in time of war or national emergency hereafter declared by appropriate authority, or when otherwise authorized by law, I will be released from active duty upon expiration of this obligation and that I have no entitlement either stated or otherwise implied to an active duty retirement. Should I desire retention for the purpose of continuing my active duty, I will submit a request to COMNAVPERSCOM (PERS-811) six months prior to my Expiration of Active Obligated Service and understand that I must receive authority from COMNAVPERSCOM (PERS-811) for such retention prior to executing a new active duty agreement.



As a matter of information, I understand that in order to qualify for naval reserve retirement, as outlined in MILPERSMAN 3860520, I must be able to complete 20 years of qualifying service prior to age 60. I also understand that the last eight (8) qualifying years must be obtained as a member of a reserve component.

I have read, understand, and agree to the above conditions.

(Signature)

Witnessed: NAME

RANK/RATE AND BRANCH/CLASS

TITLE

FIGURE 19D

STATEMENT OF RECEIPT OF ACTIVE DUTY ORDERS BY NAVAL RESERVISTS
(Execute on Administrative Remarks, Page 13 service record - may be reproduced)

Date: Command issuing orders (reference number) dated,
requiring (reservist's name) to report for months active
duty were delivered to (name) by my hand this date.

W. T. HATCH, LT, USNR
By direction of the Commanding Officer

Date: I have received, read, and understand the orders referred to in
the entry immediately above. I understand that I may not now
enlist in a regular component of another service.

Member's signature

Witnessed: J. ELLIS
LCDR, USN, Personnel Officer

FIGURE 19E

LETTER ACKNOWLEDGING RECEIPT OF ACTIVE DUTY ORDERS BY FLEET RESERVISTS
This letter may be reproduced

From: BMC I. M. SEAWORTHY, USNFR-F6, 123-45-6789
To: (Order Issuing Activity)

Subj: Orders to Active Duty; receipt of

Ref: (a) (Order Reference Number)

1. I acknowledge receipt of reference (a). I have read and understand the orders.

I. M. SEAWORTHY

FIGURE 19F

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